



UC Jobs: Tips for Applying



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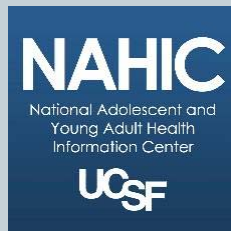
About UC System

- 10 Campuses
- 5 Medical Centers
 - All ranked nationally by U.S. News & World Report
- One of the largest employers in CA
 - Employs over 185,000 people
- Health areas include:
 - Global, environmental, reproductive, health policy, etc.

U.S. News Best Hospitals	
2015-2016	
1	Massachusetts General Hospital Boston
2	Mayo Clinic Rochester, Minn.
3	Johns Hopkins Hospital Baltimore
3	UCLA Medical Center Los Angeles
5	Cleveland Clinic Cleveland, Ohio
6	Brigham and Women's Hospital Boston
7	New York-Presbyterian Univ. Hospital New York
8	UCSF Medical Center San Francisco
9	Hospitals of UPenn-Penn Presbyterian Philadelphia
10	Barnes-Jewish Hospital/Washington Univ. St. Louis

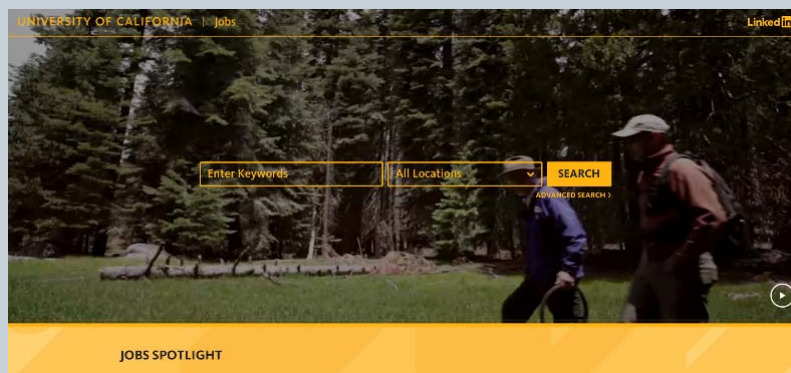
About My Job

- **Project Associate, National Adolescent and Young Adult Health Information Center (NAHIC)**
 - Current project focuses on increasing access to and quality of preventive services for adolescents and young adults



How to Apply for a UC Job

- <http://jobs.universityofcalifornia.edu/>



My Tips for ANY Job Search

- **BIGGEST TIP!!!!** Make an appointment at the UC Davis Internship and Career Center (ICC) to have your resume and cover letter reviewed
 - ICC services remain available to students *one year* after graduation
 - *My resume was drastically improved after visiting with ICC Staff*
- **Be patient with this process.** It can take applicants many months in today's job market to secure a full-time job (even with an advanced degree)
 - *It took me 7 months and 30+ job applications before I secured my current position*

My Tips for ANY Job Search, *cont.*

- **Save all your files with your initials in the file name (e.g. LT_Resume)**
 - *This is a good practice to employ while you are in school, when you are applying to jobs, and when you begin your career*
 - *Helps recipient quickly locate your document(s), especially if they are reviewing multiple applications at once.*

My Tips for ANY Job Search, *cont.*

- **For each position, try to locate the supervisor's name and email address.**
 - *Not found on job description? Search through the organization's website, Google, LinkedIn, etc.*
 - Personalize your cover letter
- **Email the Supervisor to express interest in the position with a sentence or two about your qualifications, and attach your Cover Letter and Resume**
 - *Increases your likelihood of getting noticed among all the other applicants for that job*

My Tips for ANY Job Search, *cont.*

- **When asked to interview, bring enough copies of your resume and cover letter for all the interviewers**
 - *You want to look prepared, and not inconvenience the interviewer to print your documents for you*